



# VACANCY ANNOUNCEMENT

***The Department of Health has a career opportunity for qualified candidates for the following position:***

Title <b>Assistant Commissioner [Unclassified]</b>			Salary <b>M98/Commensurate with Education and Experience</b>	
Posting Number <b>114-15</b>	Position Number <b>068478</b>	Number of Positions <b>1</b>	Posting Period * From: <b>7/31/15</b> To: <b>8/10/15</b>	
Location: <b>Family Health Services 50 E. State Street, 6<sup>th</sup> Floor Trenton NJ</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>	
<b>GENERAL DESCRIPTION</b>				
<p>Directs the planning, development and implementation of public health programs and services administered by the Division of Family Health Services including: Maternal and Child Health Services Unit; Special Child Health and Early Intervention Services Unit; Women, Infants and Children Services Unit; Community Health and Wellness Unit; Fiscal and Grants Management Unit, Office of Procedural Safeguards and the Office of Primary Care and Rural Health. Oversees the development and implementation of programs and services within the purview of the Division to meet the goals and objectives of state and federal mandates and priorities. Identifies cross cutting issues and promotes collaboration and intra and interdepartmentally to address needs. Plans for new areas of program development to further the mission of the department and division. Directs performance management tasks that include aligning operations and performance with the Department and Division missions; prioritizing and allocating resources to inform staff about needed adjustments or changes in policy or program directions to meet goals; framing reports on the success in meeting performance goals; and improving the quality of public health practice. Reviews program goals, objectives and accomplishments and modifies as appropriate to meet the changing needs of the population being served. Develops or directs the development of resource allocation plans that are designed to meet the priority and ongoing needs of division's constituents, programs and services. Prepares or directs the preparation of budget plans for division programs. Responsible for the oversight and fiscal management of division resources of approximately \$485 million in state and federal resources. Directs the development of over 39 federal grant awards, 32 state accounts and 15 revenue accounts and processing 450 health service grants awards. Ensures that all federal grants and state supported services are provided in compliance with federal or state statute/regulations and in accordance with any specific grant requirements. Develops and implements staffing plans to meet the human resource needs of programs and services. Directly supervises eleven professional staff. Completes all relevant staff performance reviews. Ensures appropriate supervision of approximately 160 personnel. Serves as the Department's representative on task forces, councils, and committees. Prepares and directs the preparation of reports, correspondence, and other documents such as Commissioner/Governor referral letters, bill comments, proclamations, budget briefing documents, annual reports, performance management documents and other Departmental documents. Responds to the administrative, programmatic, or fiscal issues of internal and external customers, including, but not limited to, departmental and divisional personnel, advisory councils, task forces, advocacy groups, grantees, contractors and consumers.</p>				
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>				
<p><b>Education:</b> Graduation from an accredited college or university with a Master's degree.  <b>Experience:</b> Seven (7) years of experience in the administration, management, program development and implementation of a public health program in a large public or private agency. Three (3) years of the required experience shall have been in a supervisory capacity.  <b>License:</b> Appointee will be required to possess a driver's license valid in New Jersey</p>				
<b>FILING INSTRUCTIONS</b>				
Forward your cover letter, resume and application for employment** to:  <b>Loreta Sepulveda, Director Human Resources Services Reference Posting #114-15 New Jersey Department of Health PO Box 360 Trenton, NJ 08625-0360</b>			You can reply to this posting by emailing your cover letter, resume and application for employment to:  <b>PSTHR@doh.state.nj.us</b>  * Resumes received after the closing date MAY be considered if the position is not filled. ** NOTE: You can access the State of New Jersey Application for Employment at: <a href="http://www.nj.gov/health/forms/dpf-663.pdf">www.nj.gov/health/forms/dpf-663.pdf</a>	

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
  - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
  - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
  - ***The New Jersey Department of Health is an Equal Opportunity Employer.***

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